

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
 PROCUREMENT
 P.O. BOX 30026, LANSING, MI 48909
 OR
 525 W. ALLEGAN, LANSING, MI 48933

NOTICE OF CONTRACT NO. 591B5500335

between

THE STATE OF MICHIGAN

and

NAME & ADDRESS OF CONTRACTOR	PRIMARY CONTACT	EMAIL
Diversified Inspections/ITL Inc	Renee Shearer	rshearer@diusa.com
PO Box 39669	PHONE	VENDOR TAX ID # (LAST FOUR DIGITS ONLY)
Phoenix, AZ 85069	(602)347-6301	5886

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
PROGRAM MANAGER	MDOT	Dan Smith	517-284-6448	smithd4@michigan.gov
CONTRACT ADMINISTRATOR	MDOT	Klatra Pickett	517-335-0071	Pickettk1@michigan.gov

CONTRACT SUMMARY

DESCRIPTION:

ANNUAL INSPECTION AND TESTING OF VEHICLE MOUNTED AERIAL TOWERS, SCISSORS, LIFTS AND CRANES.

INITIAL TERM	EFFECTIVE DATE	INITIAL EXPIRATION DATE	AVAILABLE OPTIONS
Three (3) Years	8/31/2015	8/30/2018	Two, one year
PAYMENT TERMS	F.O.B.	SHIPPED TO	
Net 45	N/A	N/A	

ALTERNATE PAYMENT OPTIONS	EXTENDED PURCHASING
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS:
N/A

MISCELLANEOUS INFORMATION:
Service Contract-Variou Locations

ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION:	\$200,000.00
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STATE OF MICHIGAN

STATEMENT OF WORK CONTRACT ACTIVITIES

Project Request

This Contract is for the Michigan Department of Transportation (MDOT), Office of Operations, Fleet Administration to request Annual Inspection and Testing of Vehicle mounted Aerial Towers, Scissors Lifts and Cranes, statewide, at all MDOT garage areas within the defined MDOT regions.

This Contract is effective on August 31, 2015 ("Effective Date"), and unless terminated, expires on August 30, 2018, with two, one year renewal options.

Requirements

The Federal Occupational Safety and Health Administration (OSHA) and Michigan's Occupational Safety and Health Administration (MIOSHA) requires the annual inspection and testing of vehicle mounted aerial towers, scissors-lifts and vehicle mounted cranes per American National Standards (ANSI) Standard A92.2-2001 paragraph 8.2.4 & 8.3 (2); ANSI A10.31-1995, paragraph 8.2.4. & 8.3 (2); ANSI 10.4 - 1981 & 10.5-1981; and ASTM (American Society for Testing and Materials) to include any additional regulations, set forth by MIOSHA and OSHA.

The Contractor must be accredited in nondestructive examination procedures and with electrical and hydraulic experience in aerial lift and crane equipment and be able to appoint Inspectors that are trained and accredited in nondestructive examination procedures and with electrical and hydraulic experience in aerial lift and crane equipment.

The Contractor must appoint at least one lead inspector to perform the inspections on MDOT equipment, to ensure inspections are performed with consistency and uniformity for all units within the designated MDOT regions.



Scope of Work

The inspections must meet the OSHA and MIOSHA, ANSI and ASTM, requirements in effect at the time of the inspection.

Units to be tested are vehicle mounted aerial towers, scissors-lifts and cranes at state wide MDOT locations and will be identified by license plate (02-XXXX, 03-XXXX and 04-XXXX) or unit number (10-XXXX and 22-XXXX).

1. Contract Activities

1.1 Deliverables

- a. Inspections shall be done annually during the months of January, February, and March. If a unit's annual inspection doesn't occur on the stated months it should be completed before expiration indicated on the placard (decal).
- b. Units to be inspected are located statewide, at all MDOT garage areas within the defined MDOT regions to include but not limited to 129 units. The 129 units may vary if new units are purchased or old units sold.
- c. Vehicle inspections will be done at selected MDOT garage locations. Locations to be provided by the listed MDOT Program Manager.
- d. Each garage will have a MDOT contact to discuss units to be inspected.

MDOT will provide the Contractor a listing of:

- i) all units and equipment to be inspected
 - ii) the locations for the inspections
 - iii) the MDOT contact for each location
- e. Contractor will agree to a scheduled inspection date with the Program Manager.
 - f. On the agreed inspection date MDOT will ensure that the equipment to be inspected will be taken out of service and the work crew operations rescheduled for the day of the inspection.
 - g. Upon completion of each inspection, a "certificate of inspection" placard is to be affixed to the unit. Location will vary pending unit and the MDOT contact preference. The preferred location will be visible near the operator controls.



- h. If an Insulated Aerial Tower unit fails a Dielectric test inspection, the Contractor will notify MDOT. MDOT will complete the necessary repairs and contact the Contractor for a re-inspection of only the Dielectric test. The Contractor will re-inspect the unit and if applicable submit a re-inspection fee.
- i. The Contractor agrees to notify the Program Manager three (3) business days prior to the inspection date, for any requested changes on the agreed schedule. Noncompliance will result in a reschedule fee.
- j. The Contractor must provide services and staff for the following inspections or tests. The test listed are not all encompassing and the Contractor will refer to appropriate controlling and current OSHA, MIOSHA, ANSI and ASTM standards, regulations and specifications.

1.2 Inspections and Test

- a. Visual and Operational inspection. To be performed to assure structural integrity of the unit. It is to include but not necessarily limited to such items as rope, outriggers, turrets, pedestal, main frame, lifting arm, baskets, shears, hooks, placards, pin boss areas, controls, bridge trolley, and rotational gear bearing assembly.
 - i. The contractor shall replace missing or unreadable standard safety decals that they have available. A separate charge for replacement decals will be allowed and will be separate from the cost of the inspection.
- b. Critical pin/bolt inspection. Each accessible critical solid pin/bolt is to be ultrasonically inspected to detect possible flaws, such as cracks, with the pin in place.
- c. Critical weld inspection. Each accessible critical weld is to be examined visually for cracks with the assistance of nondestructive methods of magnetic particle and/or dye penetrant.
- d. Load Test. Units are to be load tested during which time arm and outrigger hydraulic cylinders are to be checked for drift and properly operating holding valves. Towers are to be tested to 150% of rated load and cranes to 110%.
- e. Hydraulic System Test. Hydraulic and pneumatic relief valve settings, fittings, hoses and tubing for abnormal deformation, or excessive abrasion, and evidence of leakage. Compressors, pumps, motors, control valves, and generators for loose fasteners, leaks, unusual noises, or vibrations, loss of operating speed, and excessive heating. Hydraulic and pneumatic cylinders and holding valves for malfunction and visible damage.



- f. Electrical System Test. Electrical systems and components for deterioration or wear, including those not readily visible on a frequent inspection.
- g. Dielectric Test. The fiberglass portion of insulated towers is to be subjected to the DC voltage for the time specified by ANSI. Any hydraulic hoses or control cables which extend the length of the insulated arm are also to be tested. A leakage in excess of that specified by ANSI is to be fully investigated.
- h. Performance test of all boom movements. Legible and proper marking of all controls, ratings and instructions.
- i. Bolt and Fastener Inspection. Condition and tightness of all bolts and fasteners.

1.3 Roles and Responsibilities

- a. Per ANSI. The Contractor and the appointed inspectors must be trained and accredited in nondestructive examination procedures and with electrical and hydraulic experience in aerial lift and crane equipment.
- b. The Contractor must appoint at least one lead inspector to ensure inspections are performed with consistency and uniformity for all units within all MDOT garage locations.
- c. Contractor to submit accreditations and copies of inspector's received certification and training, upon request from MDOT.

2. Acceptance

2.1 Acceptance, Inspection and Testing

- a. The State will use the following criteria to determine acceptance of the Contract Activities:
 - i. The inspection occurred on scheduled date.
 - ii. Each inspection completed per the ANSI Standards as stated within section 1.1 Scope of Work and Deliverables.
 - iii. Two (2) two copies of completed inspection reports for each unit are submitted.
 - iv. Upon completion of each inspection, a "certificate of inspection" placard is to be affixed to the unit.
 - Placard to include:
 - 1) The date of the inspection
 - 2) The name of the Contractor and inspector



- v. The State will make payment for Contract Activities after the inspection report and invoice are approved by the Program Manager assigned to this contract.

3. Staffing

3.1 Contractor Representative

The Contractor must appoint individuals, specifically assigned to State of Michigan accounts, that will respond to State inquiries regarding the Contract Activities, answering questions related to ordering and delivery, etc. (the "Contractor Representative")

The Contractor must notify the MDOT Program Manager at least 30 calendar days before removing or assigning a new Contractor Representative and lead Inspector.

Contract Representative:
 Renee Shearer, (602) 347-6301
 Email: rshearer@diusa.com
 Phone: (602) 347-6301
 FAX: (602) 347-6212

3.2 Customer Service

The MDOT Program Manager will need the inspector(s) a) direct phone number or cell phone number, b) hours of availability; and c) email address.

Inspector:
 Tom Prebish, 517-795-7917
tprebish@diusa.com
 Available Monday – Friday
 7:00 a.m. – 3:30 p.m.

3.3 Work Hours

The Contractor must provide Contract Activities during MDOT facilities normal working hours – 7:00 AM to 3:30 PM Monday thru Friday.

Overtime and holiday pay will not be paid.

3.4 Organizational Chart

The Contractor should provide an overall organizational chart that details staff members, by name and title.

See Attachment A-1

3.5 Disclosure of Subcontractors

- a. If at any time during the Contract term the Contractor intends to utilize subcontractors, the Contractor must inform the Program Manager and disclose the following:



- i. The legal business name; address; telephone number; a description of subcontractor's organization and the services it will provide; and information concerning subcontractor's ability to provide the Contract Activities.
- ii. The relationship of the subcontractor to the Contractor.
- iii. Whether the Contractor has a previous working experience with the subcontractor. If yes, provide the details of that previous relationship.
- iv. A complete description of the Contract Activities that will be performed or provided by the subcontractor.
- v. Sub-Contractor's persons performing the inspections must have the required training and certifications. The Sub-Contractor shall list the name and qualifications of the inspector(s) that will be assigned to this contract.
- vi. Copies of the sub-contractor inspector's certifications and accreditations
- vii. Of the total bid, the price of the subcontractor's work.

3.6 Security

The Contractor's staff will enter State facilities. The State may require the Contractor's personnel to wear State issued identification badges.

The Contractor will be subject to the following security procedures:

- a) Inspectors on site will verify all entry gates/doors, etc. are secure after use, will stay in contact with MI DOT contact while on site and will be aware of any unusual activity.
- b) Inspectors will be in a company uniform and will have identification badges. Vehicles are also identified with the company name.
- c) Company performing background checks will be Universal Background Screening
- d) Scope of Background Check:
 - a. Background: Checks for outstanding warrants, also any criminal charges (including those that were dropped). Past three years are checked, if anything negative is found an additional two years are checked.
 - b. Driving Record: Past three years are checked. If anything negative is found an additional two years are checked.

4. Pricing

4.1. Price Term

Pricing listed within Exhibit C is firm for the entire length of the Contract.



4.2. Price Changes

Adjustments will be based on changes in actual Contractor costs. Any request must be supported by written evidence documenting the change in costs. The State may consider sources, such as the Consumer Price Index; Producer Price Index; other pricing indices as needed; economic and industry data; manufacturer or supplier letters noting the increase in pricing; and any other data the State deems relevant.

Following the presentation of supporting documentation, both parties will have 30 days to review the information and prepare a written response. If the review reveals no need for modifications, pricing will remain unchanged unless mutually agreed to by the parties. If the review reveals that changes are needed, both parties will negotiate such changes, for no longer than 30 days, unless extended by mutual agreement.

The Contractor remains responsible for Contract Activities at the current price for all orders received before the mutual execution of a Change Notice indicating the start date of the new Pricing Period.

5. Project Management

5.1 Meetings

The Contractor must attend a Kick-off meeting prior to the first inspection. The meeting will include, but not limited to the following: a) a current list of MDOT contacts at each garage, b) unit make and models c) current unit locations per garage and c) coordination process provided by the MDOT Program Manager.

Meetings to be held at:
MDOT Fleet Administration Building
2522 West Main Street
Lansing, Mi. 48917

The State may request other meetings, as it deems appropriate.

5.2 Reporting

On the date of the scheduled inspection, the Contractor will be required to provide two copies of completed inspection reports for each unit, one to remain with the MDOT contact and the other to be sent to Program Manager.

The reports shall be such that all abnormalities are disclosed with appropriate comments such as corrective action to be taken, recommendations, and informational items.

Any inspection reports that include defects for missing decals or placards must contain a complete description of the missing item.

The Contractor shall supply a listing of all types of common decals and placards with a code number. The code number should be listed in the inspection report.

DECALS:

670-40207c - Lanyard
 670-40179c - Lg. Elec. Haz
 670-40181c - Sm. Elec. Haz
 670-02699a - 350 lb cap.
 670-40172 - Operator Instructions
 670-40283 - Gravity Leveling
 670-40170a - Outrigger

6. Ordering

6.1 Authorizing Document

The appropriate authorizing document for the Contract will be a purchase order or correspondence from the MDOT Program Manager assigned to this Contract.

7. Invoice and Payment

7.1 Invoice Requirements

- a. A separate invoice will be submitted for each inspection
- b. Inspection report must be included with each invoice.
- c. The invoice will match the inspection report.
- d. The invoice header will include: (i) Date; (ii) Unit number that was inspected (iii) Location where inspection was performed; (iv) Description of inspection; (v) Unit price; (vi) Total price.
- e. If applicable a separate invoice will be submitted for each Insulated Aerial Tower unit that fails a Dielectric Test inspection and was re-inspected.
- f. A separate charge for replacement decals will be allowed and will be separate from the cost of the inspection.
- g. Overtime, holiday pay, and travel expenses will not be paid.

7.2 Payment Methods

Payments will be disbursed per Standard Contract Terms, Section 20 Terms of Payment.

8. Liquidated Damages

MDOT will ensure that the equipment to be inspected will be taken out of service and the work crew operations rescheduled for the day of the inspection.

Late or improper completion of the Contract Activities will cause loss and damage to the State and it would be impracticable and extremely difficult to fix the actual damage sustained by the State.

Therefore, if there are any changes to the agreed inspection date that are not approved or improper completion of the Contract Activities the State is entitled to collect liquidated damages in the amount of \$500.00 (noncompliant inspection date change) or \$300.00 each day Contractor fails to remedy the late or improper submission of completed inspection reports.

STATE OF MICHIGAN

PRICING

1. Pricing includes all costs, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
2. The "Unit Price" shall be the price for an inspection and test of one unit of equipment. The total amount shall be the "Unit Price" multiplied by the quantity. Quantities listed below are annual estimates. The actual number of units to be inspected may be more or less than the quantity listed.

<u>Description</u>	<u>Unit Quantity</u>	<u>Unit Price</u>	<u>Total Amount</u>
Vehicle non-insulated aerial towers	46	\$295.00	\$13,570.00
Vehicle insulated aerial towers	30	\$325.00	\$ 9,750.00
Vehicle cranes	32	\$250.00	\$ 8,000.00
Scissors lifts	21	\$150.00	\$ 3,150.00
Insulated Aerial Tower Re-Inspection Fee Portal to Portal		\$ 85.00 per hour	
Replacement safety decals installed, Cost per decal		\$5.00	



STATE OF MICHIGAN

STANDARD CONTRACT TERMS

This STANDARD CONTRACT ("Contract") is agreed to between the State of Michigan (the "State") and Diversified Inspections/ITL Inc ("Contractor"), an Arizona corporation. This Contract is effective on August 31, 2015 ("Effective Date"), and unless terminated, expires on August 30, 2018

This Contract may be renewed for up to two (2) additional one (1) year period(s). Renewal must be by written agreement of the parties and will automatically extend the Term of this Contract.

The parties agree as follows:

- Duties of Contractor.** Contractor must perform the services and provide the deliverables described in Exhibit A – Statement of Work (the "Contract Activities"). An obligation to provide delivery of any commodity is considered a service and is a Contract Activity.

Contractor must furnish all labor, equipment, materials, and supplies necessary for the performance of the Contract Activities, and meet operational standards, unless otherwise specified in Exhibit A.

Contractor must: (a) perform the Contract Activities in a timely, professional, safe, and workmanlike manner consistent with standards in the trade, profession, or industry; (b) meet or exceed the performance and operational standards, and specifications of the Contract; (c) provide all Contract Activities in good quality, with no material defects; (d) not interfere with the State's operations; (e) obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of the Contract; (f) cooperate with the State, including the State's quality assurance personnel, and any third party to achieve the objectives of the Contract; (g) return to the State any State-furnished equipment or other resources in the same condition as when provided when no longer required for the Contract; (h) not make any media releases without prior written authorization from the State; (i) assign to the State any claims resulting from state or federal antitrust violations to the extent that those violations concern materials or services supplied by third parties toward fulfillment of the Contract; (j) comply with all State physical and IT security policies and standards which will be made available upon request; and (k) provide the State priority in performance of the Contract except as mandated by federal disaster response requirements. Any breach under this paragraph is considered a material breach.

Contractor must also be clearly identifiable while on State property by wearing identification issued by the State, and clearly identify themselves whenever making contact with the State.

- Notices.** All notices and other communications required or permitted under this Contract must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to State:	If to Contractor:
Klatra Pickett [425 West Ottawa Street P.O. Box 30050 Lansing, MI 48909 Pickettk1@michigan.gov 517-335-0071	Renee Shearer PO Box 39669 Phoenix, AZ 85069 rshearer@diusa.com (602)347-6301



3. **Contract Administrator.** The Contract Administrator for each party is the only person authorized to modify any terms of this Contract, and approve and execute any change under this Contract (each a "Contract Administrator"):

State:	Contractor:
Klatra Pickett [425 West Ottawa Street P.O. Box 30050 Lansing, MI 48909 Pickettk1@michigan.gov 517-335-0071	Renee Shearer PO Box 39669 Phoenix, AZ 85069 rshearer@dusa.com (602)347-6301

4. **Program Manager.** The Program Manager for each party will monitor and coordinate the day-to-day activities of the Contract (each a "Program Manager"):

State:	Contractor:
Daniel E. Smith, Fleet Specialist MDOT 2522 West Main Street Lansing, MI 48917 Smithd4@michigan.gov Phone: 517-334-7767 Fax: 517-334-7840	Renee Shearer PO Box 39669 Phoenix, AZ 85069 rshearer@dusa.com (602)347-6301

5. **Performance Guarantee.** Contractor must at all times have financial resources sufficient, in the opinion of the State, to ensure performance of the Contract and must provide proof upon request. The State may require a performance bond (as specified in Exhibit A) if, in the opinion of the State, it will ensure performance of the Contract.
6. **Insurance Requirements.** Contractor must maintain the insurances identified below and is responsible for all deductibles. All required insurance must: (a) protect the State from claims that may arise out of, are alleged to arise out of, or result from Contractor's or a subcontractor's performance; (b) be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and (c) be provided by a company with an A.M. Best rating of "A" or better, and a financial size of VII or better

Required Limits	Additional Requirements
Commercial General Liability Insurance	
<u>Minimal Limits:</u> \$1,000,000 Each Occurrence Limit \$1,000,000 Personal & Advertising Injury Limit \$2,000,000 General Aggregate Limit \$2,000,000 Products/Completed Operations <u>Deductible Maximum:</u> \$50,000 Each Occurrence	Contractor must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds using endorsement CG 20 10 11 85, or both CG 2010 07 04 and CG 2037 07 0. Coverage must not have exclusions or limitations related to sexual abuse and molestation liability.
Umbrella or Excess Liability Insurance	
Reserved	
Automobile Liability Insurance	
<u>Minimal Limits:</u> \$1,000,000 Per Occurrence	Contractor must have their policy: (1) endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and



	agents" as additional insureds; and (2) include Hired and Non-Owned Automobile coverage.
Workers' Compensation Insurance	
<u>Minimal Limits:</u> Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
<u>Minimal Limits:</u> \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease.	
Privacy and Security Liability (Cyber Liability) Insurance Delete	
Crime (Fidelity) Insurance Delete	
Professional Liability (Errors and Omissions) Insurance Delete	
Medical Malpractice Insurance Delete	
Property Insurance Delete	
Environmental and Pollution Liability (Errors and Omissions) Delete	

If any of the required policies provide claims-made coverage, the Contractor must: (a) provide coverage with a retroactive date before the effective date of the contract or the beginning of Contract Activities; (b) maintain coverage and provide evidence of coverage for at least three (3) years after completion of the Contract Activities; and (c) if coverage is canceled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, Contractor must purchase extended reporting coverage for a minimum of three (3) years after completion of work.

Contractor must: (a) provide insurance certificates to the Contract Administrator, containing the agreement or purchase order number, at Contract formation and within 20 calendar days of the expiration date of the applicable policies; (b) require that subcontractors maintain the required insurances contained in this Section; (c) notify the Contract Administrator within 5 business days if any insurance is cancelled; and (d) waive all rights against the State for damages covered by insurance. Failure to maintain the required insurance does not limit this waiver.

This Section is not intended to and is not be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Contract (including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the State).

7. Delete

8. Delete

9. **Independent Contractor.** Contractor is an independent contractor and assumes all rights, obligations and liabilities set forth in this Contract. Contractor, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Contract. Contractor, and not the State, is responsible for the payment of wages, benefits and taxes of Contractor's employees and any subcontractors. Prior performance does not modify Contractor's status as an independent contractor.

10. **Subcontracting.** Contractor may not delegate any of its obligations under the Contract without the prior written approval of the State. Contractor must notify the State at least 90 calendar days before the proposed delegation, and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Contractor must: (a) be the sole point of contact regarding all contractual matters, including payment and charges for all Contract Activities; (b) make all payments to the subcontractor; and (c) incorporate the terms and conditions contained in this Contract in any subcontract with a subcontractor. Contractor remains responsible for the completion of the Contract Activities, compliance with the terms of this Contract, and the acts and omissions of the subcontractor. The State, in its sole discretion, may require the replacement of any subcontractor.
11. **Staffing.** The State's Contract Administrator may require Contractor to remove or reassign personnel by providing a notice to Contractor.
12. **Background Checks.** Upon request, Contractor must perform background checks on all employees and subcontractors and its employees prior to their assignment. The scope is at the discretion of the State and documentation must be provided as requested. Contractor is responsible for all costs associated with the requested background checks. The State, in its sole discretion, may also perform background checks.
13. **Assignment.** Contractor may not assign this Contract to any other party without the prior approval of the State. Upon notice to Contractor, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Contract to any other party. If the State determines that a novation of the Contract to a third party is necessary, Contractor will agree to the novation and provide all necessary documentation and signatures.
14. **Change of Control.** Contractor will notify, at least 90 calendar days before the effective date, the State of a change in Contractor's organizational structure or ownership. For purposes of this Contract, a change in control means any of the following: (a) a sale of more than 50% of Contractor's stock; (b) a sale of substantially all of Contractor's assets; (c) a change in a majority of Contractor's board members; (d) consummation of a merger or consolidation of Contractor with any other entity; (e) a change in ownership through a transaction or series of transactions; (f) or the board (or the stockholders) approves a plan of complete liquidation. A change of control does not include any consolidation or merger effected exclusively to change the domicile of Contractor, or any transaction or series of transactions principally for bona fide equity financing purposes.

In the event of a change of control, Contractor must require the successor to assume this Contract and all of its obligations under this Contract.

15. **Ordering.** Contractor is not authorized to begin performance until receipt of authorization as identified in Exhibit A.
16. **Acceptance.** Contract Activities are subject to inspection and testing by the State within 30 calendar days of the State's receipt of them ("State Review Period"), unless otherwise provided in Exhibit A. If the Contract Activities are not fully accepted by the State, the State will notify Contractor by the end of the State Review Period that either: (a) the Contract Activities are accepted, but noted deficiencies must be corrected; or (b) the Contract Activities are rejected. If the State finds material deficiencies, it may: (i) reject the Contract Activities without performing any further inspections; (ii) demand performance at no additional cost; or (iii) terminate this Contract in accordance with Section 23, Termination for Cause.

Within 10 business days from the date of Contractor's receipt of notification of acceptance with deficiencies or rejection of any Contract Activities, Contractor must cure, at no additional cost, the deficiency and deliver unequivocally acceptable Contract Activities to the State. If acceptance with deficiencies or rejection of the Contract Activities impacts the content or delivery of other non-completed Contract Activities, the parties' respective Program Managers must determine an agreed to number of days for re-submission that minimizes the overall impact to the Contract. However, nothing herein affects, alters, or relieves Contractor of its obligations to correct deficiencies in accordance with the time response standards set forth in this Contract.

If Contractor is unable or refuses to correct the deficiency within the time response standards set forth in



this Contract, the State may cancel the order in whole or in part. The State, or a third party identified by the State, may perform the Contract Activities and recover the difference between the cost to cure and the Contract price plus an additional 10% administrative fee.

17. **Delivery.** Contractor must deliver all Contract Activities F.O.B. destination, within the State premises with transportation and handling charges paid by Contractor, unless otherwise specified in Exhibit A. All containers and packaging becomes the State's exclusive property upon acceptance.
18. **Delete.**
19. **Delete.**
20. **Terms of Payment.** Invoices must conform to the requirements communicated from time-to-time by the State. All undisputed amounts are payable within 45 days of the State's receipt. Contractor may only charge for Contract Activities performed as specified in Exhibit A. Invoices must include an itemized statement of all charges. The State is exempt from State sales tax for direct purchases and may be exempt from federal excise tax, if Services purchased under this Agreement are for the State's exclusive use. Notwithstanding the foregoing, all prices are inclusive of taxes, and Contractor is responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by the State under this Contract.

The State has the right to withhold payment of any disputed amounts until the parties agree as to the validity of the disputed amount. The State will notify Contractor of any dispute within a reasonable time. Payment by the State will not constitute a waiver of any rights as to Contractor's continuing obligations, including claims for deficiencies or substandard Contract Activities. Contractor's acceptance of final payment by the State constitutes a waiver of all claims by Contractor against the State for payment under this Contract, other than those claims previously filed in writing on a timely basis and still disputed.

The State will only disburse payments under this Contract through Electronic Funds Transfer (EFT). Contractor must register with the State at <http://www.michigan.gov/cpexpress> to receive electronic fund transfer payments. If Contractor does not register, the State is not liable for failure to provide payment. Without prejudice to any other right or remedy it may have, the State reserves the right to set off at any time any amount then due and owing to it by Contractor against any amount payable by the State to Contractor under this Contract.

21. **Liquidated Damages.** Liquidated damages, if applicable, will be assessed as described in Exhibit A.
22. **Stop Work Order.** The State may suspend any or all activities under the Contract at any time. The State will provide Contractor a written stop work order detailing the suspension. Contractor must comply with the stop work order upon receipt. Within 90 calendar days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b) terminate the Contract or purchase order. The State will not pay for Contract Activities, Contractor's lost profits, or any additional compensation during a stop work period.
23. **Termination for Cause.** The State may terminate this Contract for cause, in whole or in part, if Contractor, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Contract will not be construed to mean that other breaches are not material.

If the State terminates this Contract under this Section, the State will issue a termination notice specifying whether Contractor must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Contractor was not in breach of the Contract, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Section 24, Termination for Convenience.



The State will only pay for amounts due to Contractor for Contract Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Contractor for the State's reasonable costs in terminating this Contract. The Contractor must pay all reasonable costs incurred by the State in terminating this Contract for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Contract Activities from other sources.

24. **Termination for Convenience.** The State may immediately terminate this Contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. The termination notice will specify whether Contractor must: (a) cease performance of the Contract Activities immediately, or (b) continue to perform the Contract Activities in accordance with Section 25, Transition Responsibilities. If the State terminates this Contract for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Transition Responsibilities.
25. **Transition Responsibilities.** Upon termination or expiration of this Contract for any reason, Contractor must, for a period of time specified by the State (not to exceed 90 calendar days), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Contract Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the Contract Activities at the established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Contract Activities, training, equipment, software, leases, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to Contractor by any entity, agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed deliverables prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively, "Transition Responsibilities"). This Contract will automatically be extended through the end of the transition period.
26. **General Indemnification.** Contractor must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Contract; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable); and (d) any acts or omissions of Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable).

The State will notify Contractor in writing if indemnification is sought; however, failure to do so will not relieve Contractor, except to the extent that Contractor is materially prejudiced. Contractor must, to the satisfaction of the State, demonstrate its financial ability to carry out these obligations.

The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense if the State deems necessary. Contractor will not, without the State's written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. To the extent that any State employee, official, or law may be involved or challenged, the State may, at its own expense, control the defense of that portion of the claim.

Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with the Department of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

27. **Infringement Remedies.** If, in either party's opinion, any piece of equipment, software, commodity, or service supplied by Contractor or its subcontractors, or its operation, use or reproduction, is likely to become the subject of a copyright, patent, trademark, or trade secret infringement claim, Contractor must, at its expense: (a) procure for the State the right to continue using the equipment, software, commodity, or service, or if this option is not reasonably available to Contractor, (b) replace or modify the same so that it becomes non-infringing; or (c) accept its return by the State with appropriate credits to the State against Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.
28. **Limitation of Liability.** The State is not liable for consequential, incidental, indirect, or special damages, regardless of the nature of the action.
29. **Disclosure of Litigation, or Other Proceeding.** Contractor must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Contractor, a subcontractor, or an officer or director of Contractor or subcontractor, that arises during the term of the Contract, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Contractor's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Contractor is required to possess in order to perform under this Contract.
30. **State Data.** All data and information provided to Contractor by or on behalf of the State, and all data and information derived therefrom, is the exclusive property of the State ("State Data"); this definition is to be construed as broadly as possible. Upon request, Contractor must provide to the State, or a third party designated by the State, all State Data within 10 calendar days of the request and in the format requested by the State. Contractor will assume all costs incurred in compiling and supplying State Data. No State Data may be used for any marketing purposes.
31. **Delete**
32. **Non-Disclosure of Confidential Information.** The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this Contract.
 - a. **Meaning of Confidential Information.** For the purposes of this Contract, the term "Confidential Information" means all information and documentation of a party that: (a) has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning; and, (c) should reasonably be recognized as confidential information of the disclosing party. The term "Confidential Information" does not include any information or documentation that was: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of this Contract, in all cases and for all matters, State Data is deemed to be Confidential Information.
 - b. **Obligation of Confidentiality.** The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Contract or to use such Confidential Information for any purposes whatsoever other than the performance of this Contract. The parties agree to advise and require their respective employees, agents, and subcontractors of



their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible where: (a) use of a subcontractor is authorized under this Contract; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and (c) Contractor obligates the subcontractor in a written contract to maintain the State's Confidential Information in confidence. At the State's request, any employee of Contractor or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.

- c. Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.
- d. Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Contract or any Statement of Work corresponding to the breach or threatened breach.
- e. Surrender of Confidential Information upon Termination. Upon termination of this Contract or a Statement of Work, in whole or in part, each party must, within 5 calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control; provided, however, that Contractor must return State Data to the State following the timeframe and procedure described further in this Contract. Should Contractor or the State determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and must certify the same in writing within 5 calendar days from the date of termination to the other party.

33. Delete

34. Delete

35. Delete

- 36. **Records Maintenance, Inspection, Examination, and Audit.** The State or its designee may audit Contractor to verify compliance with this Contract. Contractor must retain, and provide to the State or its designee and the auditor general upon request, all financial and accounting records related to the Contract through the term of the Contract and for 4 years after the latter of termination, expiration, or final payment under this Contract or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Contractor must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Contractor's premises or any other places where Contract Activities are being performed, and examine, copy, and audit all records related to this Contract. Contractor must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Contract must be paid or refunded within 45 calendar days.

This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.



37. **Warranties and Representations.** Contractor represents and warrants: (a) Contractor is the owner or licensee of any Contract Activities that it licenses, sells, or develops and Contractor has the rights necessary to convey title, ownership rights, or licensed use; (b) all Contract Activities are delivered free from any security interest, lien, or encumbrance and will continue in that respect; (c) the Contract Activities will not infringe the patent, trademark, copyright, trade secret, or other proprietary rights of any third party; (d) Contractor must assign or otherwise transfer to the State or its designee any manufacturer's warranty for the Contract Activities; (e) the Contract Activities are merchantable and fit for the specific purposes identified in the Contract; (f) the Contract signatory has the authority to enter into this Contract; (g) all information furnished by Contractor in connection with the Contract fairly and accurately represents Contractor's business, properties, finances, and operations as of the dates covered by the information, and Contractor will inform the State of any material adverse changes; and (h) all information furnished and representations made in connection with the award of this Contract is true, accurate, and complete, and contains no false statements or omits any fact that would make the information misleading. A breach of this Section is considered a material breach of this Contract, which entitles the State to terminate this Contract under Section 23, Termination for Cause.
38. **Conflicts and Ethics.** Contractor will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Contract; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Contract; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Contractor, any consideration contingent upon the award of the Contract. Contractor must immediately notify the State of any violation or potential violation of these standards. This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.
39. **Compliance with Laws.** Contractor must comply with all federal, state and local laws, rules and regulations.
40. **Delete**
41. **Nondiscrimination.** Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or mental or physical disability. Breach of this covenant is a material breach of this Contract.
42. **Unfair Labor Practice.** Under MCL 423.324, the State may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.
43. **Governing Law.** This Contract is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Contract are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Contract must be resolved in Michigan Court of Claims. Contractor consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or *forum non conveniens*. Contractor must appoint agents in Michigan to receive service of process.
44. **Non-Exclusivity.** Nothing contained in this Contract is intended nor will be construed as creating any requirements contract with Contractor. This Contract does not restrict the State or its agencies from acquiring similar, equal, or like Contract Activities from other sources.
45. **Force Majeure.** Neither party will be in breach of this Contract because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Contractor will not be relieved of a breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, the State may immediately contract with a third party.



46. **Dispute Resolution.** The parties will endeavor to resolve any Contract dispute in accordance with this provision. The dispute will be referred to the parties' respective Contract Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Contract.

47. **Media Releases.** News releases (including promotional literature and commercial advertisements) pertaining to the Contract or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.
48. **Website Incorporation.** The State is not bound by any content on Contractor's website unless expressly incorporated directly into this Contract.
49. **Order of Precedence.** In the event of a conflict between the terms and conditions of the Contract, the exhibits, a purchase order, or an amendment, the order of precedence is: (a) the purchase order; (b) the amendment; (c) Exhibit A; (d) any other exhibits; and (e) the Contract.
50. **Severability.** If any part of this Contract is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Contract and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Contract will continue in full force and effect.
51. **Waiver.** Failure to enforce any provision of this Contract will not constitute a waiver.
52. **Survival.** The provisions of this Contract that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage, indemnification, and confidentiality, will survive the expiration or termination of this Contract.
53. **Entire Contract and Modification.** This Contract is the entire agreement and replaces all previous agreements between the parties for the Contract Activities. This Contract may not be amended except by signed agreement between the parties (a "Contract Change Notice").